

Chief, Personnel Division

27 March 1947

Assistant Chief, Finance Division

Difficulties Occasioning Delay in Issuing
Salary Checks

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The undersigned has been requiring the Chief, [] to furnish bi-weekly reports covering the activities within the Unit. A number of the items reported upon concern the promptness with respect to which various types of documents are processed.

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It was noted that none of the Time and Attendance reports for the Personnel Division were received in the [] until 3:35 p.m. 11 March 1947 and that the report for [] was not received until 10:21 a.m. on 13 March 1947. In accordance with CIG Administrative Order #33, reports should be in the hands of the [] by 4:30 p.m. on the Monday following the close of the 14-day pay period. Under the procedures which is used in the [] in conformance with General Accounting Office Regulation #102, one late report not only delays processing the payroll for the applicable office or division, but delays the payroll for all the offices or divisions on that particular payroll.

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For the period 23 February through 8 March, 1947, there were several employees for whom the [] had received Time and Attendance reports, although such employees could not be placed on the payroll since personnel actions were received in the [] too late to be included on the payroll. In connection with delays which occasion difficulty in the processing of salary checks for employees currently entering on duty, attention is directed to the following cases:

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<u>Name</u>	<u>EOD</u>	<u>Date of Personnel Action</u>
[]	3/5/47	3/12/47
	3/5/47	3/14/47
	2/24/47	3/6/47
	2/26/47	3/4/47

A number of other cases were reviewed for the purpose of attempting to ascertain where delays might be occurring, and it was found in some instances that a more expeditious processing in the []

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might be effected to avoid any possibility of an undue delay which might prevent the [] from receiving the actions prior to the deadline date necessary in connection with each payroll. Positive steps have been taken to eliminate any delays in the []

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The above matters are being directed to your attention for the purpose of soliciting your assistance in aiding the [] relative to the several problems involved. It is possible that some of the avoidable delays are the result of inadvertence occasioned by the fact that appropriate personnel are not acquainted with the need for information and documents being received by the Payroll Office as of specified dates in order that all employees concerned can be placed on current rolls.

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c.c.

Mr. []

Mr. []

Mr. []

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[]
Assistant Chief,
Finance Division

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